

Department of Planning

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WHAT IS A SUBDIVISION?

A **subdivision** of land occurs any time one (1) parcel of land is divided into two (2) or more parcels of land. Property is subdivided for several reasons such as to give land to a family member, to sell or rent/lease, for mortgage purposes, etc. To create a subdivision of land requires the recording of a survey, also called a '**plat**'. The plat must be prepared and sealed by a Tennessee licensed land surveyor and approved by the Tullahoma Planning Commission or Planning Department before recording. The plat and appropriate legal documents transferring ownership must be recorded at the **Coffee County Register of Deeds Office** before the subdivision is a legal subdivision of land.

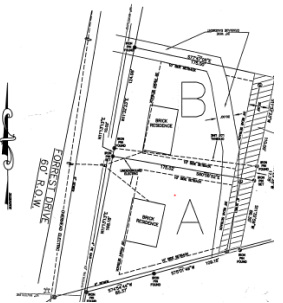
TYPES OF SUBDIVISIONS

There are two (2) types of subdivisions: **Minor** and **Major**.

A **Minor Subdivision** is: A division of land consisting of not more than four (4) lots and not involving any new or improved public way, the extension of public facilities, or the creation of any public improvements, and not in conflict with any provision of the adopted Comprehensive Development Plan.

A Minor Subdivision shall be accomplished in accordance with the following procedure:

- 1) Final Plat and application submission to the Planning Director
- 2) Meeting with the Development Advisory Committee on Final Plat
- 3) Planning Commission action on Final Plat
- 4) Planning Commission Secretary signs Final Plat
- 5) Final Plat is filed in County Register's Office



A **Major Subdivision** is: All subdivisions not classified as minor subdivisions, including but not limited to subdivisions of five (5) or more lots, or subdivisions of any size requiring any new or improved road, the extension of government facilities, the creation of any public improvements, or in conflict with any provision of the adopted Comprehensive Development Plan.

A Major Subdivision may be accomplished in accordance with the following procedure:

- 1) Preliminary Plat and application submission to the Planning Director
- 2) Meeting with the Development Advisory Committee on Preliminary Plat
- 3) Site Inspection by the Planning Director and Public Works Department
- 4) Public Hearing before Planning Commission on Preliminary Plat
- 5) Planning Commission action on Preliminary Plat
- 6) Construction Plans submission and review
- 7) Completion of Improvements (some items may be bonded and completed later)
- 8) Final Plat and application submission to the Planning Director
- 9) Meeting with the Development Advisory Committee on Final Plat
- 10) Site Inspection for improvements by the Planning Director and the Public Works Department
- 11) Public Hearing before Planning Commission on Final Plat
- 12) Planning Commission action on Final Plat
- 13) Planning Commission Secretary signs Final Plat
- 14) Final Plat is filed in County Register's Office



Complete Subdivision Regulations are at <https://www.tullahomatan.gov/planning-and-zoning/>